

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

School Board Minutes

May 23, 2011

Northfield High School Media Center

- I. Call to Order.
Board Chair Kari Nelson called the regular meeting of the Northfield Board of Education to order at 7 PM.
No one was absent.
- II. Agenda Changes / Table File
The table file was added.
- III. Public Comment
There was none.
- IV. Approval of Minutes
On a motion by Iverson, seconded by Quinnell, the minutes of the May 9, 2011, Regular School Board meeting were unanimously approved.
- V. Announcements and Recognitions
 - America's Farmers Grow Communities Presentation
The Northfield School District Scholarship Fund has been chosen by Rusty and Nancy Kluver as the winner for Rice County in the America's Farmers Grow Communities program. The Klusers enrolled in the project for an opportunity to win \$2500 for a nonprofit organization in their county that they felt strengthens their community. The Klusers chose the Northfield School District as the recipient of the \$2500. Corby Urban, representing Monsanto, and the Klusers presented the check to Board Chair Nelson. The donation will go into the scholarship fund and be awarded to a Northfield High School graduate pursuing a four-year degree in the Sciences.
 - Northfield Middle School held its annual 8th Grade Awards Night on May 19th. The U.S. Department of Education recognized 109 students with either the President's Award for Educational Excellence or the President's Award for Academic Achievement. An additional 43 students earned awards based on Northfield Middle School faculty determined criteria.
 - Middle School Family and Consumer Sciences teacher Jackie Magnuson has been selected by a national panel of her peers to participate in the 2011 Professional Development Program in Food Science. This program is a product of collaboration between the Food and Drug Administration and the National Science Teachers Association. These organizations will sponsor Jackie's participation at training sessions in Washington D.C. and Seattle beginning this summer.
 - Greenvale Park Teacher Mary Beth Youngblut got a Sparks grant and purchased four digital cameras for her classroom. Her students are using the cameras to make an alphabet book by finding the letters of the alphabet in nature in the Greenvale Lone Oak Nature Center.
 - Thank you to the high school student council under the direction of Pat Riley for organizing the annual fifth grade kickball tournament. The fifth graders had a ball and demonstrated excellent sportsmanship.
 - The Middle School band concert was held on May 12th. Ethan Freier and Paul Beck led the 6th, 7th and 8th graders through many lively and entertaining pieces highlighting many soloists.
 - Congratulations to Bridgewater Fifth Grader Karl Holman for being the recipient of the Golden Bow as a result of the elementary orchestra solo contest. He won the top bass prize that was announced by Karen Madsen at the Orchestra Concert on May 17th. 58 students participated in the solo contest.
 - Northfield Area Learning Center/ Small Business Class/ Soy Scent Candles Company received the Minnesota School of Character and Promising Practices Award. Cheryl Mathison and 4 students from the Small Business class were honored at the State Capitol on the afternoon of Thursday May 19. This award is sponsored by the Center for Academic Excellence and in partnership with the Minnesota Department of Education. The four students were Emily Varness, Claudia Soto Rangel, Cassandra Laine, and Sarai Carrera.

VI. Items for Discussion and / or Reports

1. Area Learning Center's Professional Learning Communities (PLC) Presentation.

Each month since September, the Board has listened to teachers showcase their efforts in implementing PLCs and the positive impact of their work on students. The presentation by the Area Learning Center was the final report on Professional Learning Communities (PLCs) in the Northfield Public Schools presented to the School Board this school year. ALC Director Pat Parlin introduced Math Teacher Burt Bemmels and Social Studies Teacher Darcy Seurer who spoke about their SMART goals and the challenges they face as a PLC.

2. District Educational Program Advisory Committee (DEPAC) Goals for 2011-2012.

Lisa Malecha, representing the District Educational Program Advisory Council (DEPAC), shared the recommended goals that were developed by this committee of citizens and staff members over the last several months. At DEPAC's last meeting of the school year, they reached consensus on the following goals:

Assessment: Students will know their own expected academic goals and understand how to access resources to achieve them. In other words, students will know and show: what they know; what they need to know; and what to do to get there.

Curriculum and Staff Development: By the end of the 2011-2012 school year, each building will have in place a building-wide systematic intervention plan that meets the instructional needs of students at their instructional levels.

Student Support Services: (1) The District will implement universal screening and progress monitoring of reading skills for all students in grades K-5. (2) The District will adopt and implement a consistent behavioral management system and provide training to all staff across the District. (3) The District will foster school connectedness among students, families, and staff to enhance emotional and social development.

3. 2011-12 General Fund Budget Development.

The proposed General Fund budget was reviewed. The assumptions and parameters for revenue and expenditures used for development of this budget were presented. These assumptions and parameters resulted from the District's Finance Advisory Committee recommendation to plan for the worst case funding scenario from the State and were approved by the Board on January 24, 2011. Through the program-based budgeting process, which took place over the last several months, budget reduction recommendations were developed and presented to the Superintendent. After his thorough review and identification of restorations, these recommendations were presented and approved by the Board on April 11, 2011. No Board action was required. The comprehensive budget will be acted on at the June 13th meeting.

VII. Superintendent's Report

A. Item for Individual Action

1. Proposed Budgets for Capital and Health and Safety.

On a motion by Maple, seconded by Pritchard the Board unanimously approved the following 2011-12 Operating Capital and Health and Safety budgets:

	<u>Revenues</u>	<u>Expenditures</u>
Operating Capital	\$1,661,460	\$1,719,424
Health & Safety	<u>349,509</u>	<u>312,250</u>
Total	\$2,010,969	\$2,031,674

2. Self-Funded Health Insurance Plan.

On a motion by Fossum, seconded by Quinnell, the Board unanimously authorized administration to negotiate and enter into a self-funded health insurance plan as presented to the Board at the May 9, 2011 School Board meeting effective for the 2011-12 health insurance plan year. Recommendations for specific insurance carriers to provide program administration and individual and aggregate stop loss insurance will be presented for approval at a subsequent meeting.

3. Proposed Language Addition to Procedures for Policy 902, Use of School District Facilities and Equipment.

On a motion by Stratmoen, seconded by Maple the Board unanimously approved the following language addition to Facility Use Policy 902: "School equipment (audio-visual, technology, etc.) may only be used on school district property. Equipment must be applied for at the same time the facility use permit application is placed. Special arrangements may have to be made to have trained personnel in charge. Fees are billed at 100% for all users."

Equipment Item (per day/per event costs)

Microphone (standard)	\$10.00
Microphone (cordless)	\$10.00
Overhead Projector	\$10.00
LCD Projector	\$10.00
Slide Projector	\$10.00
Choral Risers	\$10.00 (per section)
Shell	\$100.00
Grand Piano	\$100.00 (plus cost of tuning)
Television	\$20.00

B. Items for Consent Grouping

Superintendent's Recommendation: On a motion by Iverson, seconded by Maple, the Board unanimously approved the following items listed under the Consent Grouping.

1. Facility Use Agreement with Rejoice! Lutheran Church.

The Board approved the facility use agreement with Rejoice! Lutheran Church for the time period between July 1, 2011 and June 30, 2012. There are no major changes from last year's agreement except for a note that the contract may be terminated with thirty-days notice, so that Rejoice! may move into its new building once it is completed.

2. Grant Request.

The Board approved the Connected Kids Mentoring Program's \$300,000 grant request to the U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention. The application is to fund the continuation of Connected Kids with the expansion of serving 75 youth with disabilities in Rice County.

3. Co-Curricular Overnight Trips for 2011-2012 School Year.

The list dated May 18, 2011, of co-curricular overnight trips for the 2011-12 school year was approved.

4. Personnel Items.

a. Appointments**

1. Stephani Parlin, Special Education EBD Teacher at Bridgewater, beginning 8/29/11, BA-1.
2. Renee Rasmussen, English/Language Arts Teacher at Alternative Learning Center, beginning 8/29/11, BA-2.
3. Karleen Sherman, Special Education Resource Room Teacher at Bridgewater, beginning 8/29/11, BA-2.
4. Sara Webster, .5 FTE Speech/Language Pathologist at ECSE Longfellow, beginning 8/29/11, MA-6.
5. Tammy McDonough, Long-Term Substitute 8th Grade Geosciences Teacher at the Middle School, beginning 8/29/11 through 6/4/11, MA-7*.
6. Jane Dolan, 8th Grade English Teacher at the Middle School, beginning 8/29/11, MA-1*.
7. Dan Meyers, Co-Weight Lifting Coach at the High School, 50% Level F, step 5.
8. Laura Marks, Co-Weight Lifting Coach at the High School, 50% Level F, step 1.
9. Mike Allen, Strength Training-Weight Room Coach (Fall, Winter, Spring) at the High School, Level I, step 2.
10. 2011 Summer School BWCA Trip:
 - a. Cheryl Mathison, 8 hours/day for 40 hours total, June 13-17, 2011.

- b. Gregory Sumner, 8 hours/day for 40 hours total, June 13-17, 2011.
- 11. 2011 High School Summer School Teachers:
 - a. Cliff Casteel, English Teacher, 24 hours/week, June 14-July 21, 2011.
 - b. Darcy Seurer, Social Studies Teacher, 24 hours/week, June 14-July 21, 2011.
 - c. Jeanne Mahoney-Hanzlik, Science Teacher, 24 hours/week, June 14-July 21, 2011.
 - d. Ray Coudret, Math Teacher (splitting position), 30 hours total, June 20-July 14, 2011.
 - e. Paul Eddy, Math Teacher (splitting position), 36 hours total, June 14-July 21, 2011.
- b. Increase/Decrease/Change in Assignment
 - 1. Shari Karlsrud, .4 FTE Long-Term Substitute FACS Teacher at the High School, increasing to .5 FTE Long-Term Substitute FACS Teacher at the High School, beginning 8/30/11 through 6/4/12.
 - 2. Amanda Heinritz, .5 FTE FACS Teacher/.5 FTE Long-Term Substitute Media Specialist at the High School, returning to .5 FTE FACS Teacher/.5 FTE Long-Term Substitute Media Specialist at the High School, beginning 8/30/11 through 6/4/12.
 - 3. Kelly Foster, Media/Instructional Educational Assistant at ALC, transfer to Instructional/Special Ed Educational Assistant at the High School, 8 hours/day, beginning 9/6/11, 6 hrs./day Class III, step 1, \$13.16/hour; 2 hrs./day Class II, step 1, \$12.85/hour.
 - 4. Lori Peterson, Special Education Teacher at the Middle School, transfer to Special Education Teacher at Greenvale Park, beginning 8/30/11.
 - 5. John Mahal, 1.0 FTE Special Education Teacher at the High School, overload assignment (no supervision), beginning 5/9/11 through 6/10/11.
- c. Leaves of Absence
 - 1. Kelly Johnson, FMLA leave of absence beginning 8/30/11 through 10/21/11.
 - 2. Erica Hubers, leave of absence beginning 5/16/11 through 5/27/11.
- d. Resignations
 - 1. Kim Pegelow, Special Ed Educational Assistant PCA at the High School/Sibley KidVentures, resignation effective 5/24/11.
 - 2. Jamie Rausch, Special Education Teacher, resignation effective 6/13/11.

*Lane placement subject to verification by Professional Growth Committee.

**Conditional offers of employment are subject to successful completion of a criminal background check.

5. Charter School Contract Between the Northfield Public Schools and Prairie Creek Community School.

The Board approved a five-year sponsorship contract with Prairie Creek Community School beginning July 1, 2011, and continuing to June 30, 2016.

6. Grant from SpEd Forms.

The Board accepted a \$10,200 grant from SpEd Forms to support the efforts of Dr. Gary Lewis in making improvements and enhancements to the special education due process forms and software utilized by our School District. The grant would be paid to the District by no later than August 15, 2011.

VIII. Items for Information

1. Visitor and Volunteer Guidelines and Classroom Observation/Volunteer Confidentiality Acknowledgement.

The Superintendent's Cabinet developed two documents as procedures to Board Policy 903. These procedures will be implemented beginning in the fall. While Northfield Public Schools recognizes the importance of parents and community members supporting our schools by observing classroom instruction and volunteering, the District also must closely monitor

school visitors and volunteers in order to minimize disruption of instruction. “Visitor and Volunteer Guidelines” outlines standards for all individuals who wish to observe or visit a classroom or program or volunteer within the school. Because visitors or volunteers may encounter or become aware of information about students, due to data privacy laws, visitors and volunteers will be asked to sign a “Confidentiality Acknowledgement” indicating that any information a visitor or volunteer might obtain related to any student will remain confidential.

2. July 2011 – June 2012 School Board Meeting Schedule.
3. High School Graduation – Sunday, June 5, 2 PM – Memorial Field.

IX. Future Meetings

Sunday, June 5, 2011, 2:00 PM, Graduation, Memorial Field
Monday, June 13, 2011, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, July 11, 2011, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

- X. Adjournment – On a motion by Stratmoen, seconded by Pritchard the Board adjourned at 8:25 PM.

A closed negotiation strategy session followed in the District Office Conference Room.

Noel Stratmoen
School Board Clerk